EYNSHAM PARISH COUNCIL

Communications Committee meeting in the Bartholomew Room on Tuesday 1 November 2016 at 6.30 pm

MINUTES

Present: Ms P Crowley (Chair) Mr P Emery, Mr G Beach, Mr R Andrews, Ms J Stonham, Mr D Stukenbroeker, Ms S Osborne, Dr M Zumbuhl.
In attendance: Rachel Faulkner - Parish Clerk.
C16/45 Apologies for Absence - none
C16/46 Declarations of interest – none
C16/47 The Minutes of the meeting held on 7 June 2016 were approved as a true record.
C16/48 Public Participation – none.

C16/49 Update on new website. A report was received by Joan Stonham. Clubs and businesses are engaging well with the new website and inputting information.
Ms Stonham felt that better information regarding the Bartholomew Room and the Pavilion on the website would be helpful. It was also felt that more information could be given about the Council committees. The Clerk to write to committee chairs to ask them to update their information prior to 7 February (next Communications meeting).
Local retailers have set up a closed user group.

C16/50 The council discussed the Local Transparency Code. Mr Stukenbroeker has been working on a list of council owned property and land. Otherwise the council is complying with the new legislation with more transparency regarding financial information. The clerk to remind the Finance Assistant to provide information regarding monthly expenditure.
The clerk to provide Ms Stonham with further documentation: Standing Orders, Financial Regulations, Financial Risk and Internal Control. It was also suggested that all supporting documentation for meetings should be published on the website.

C16/51 The committee had previously suggested that WiFi should be provided at the Bartholomew Room. Mr N Relph was going to investigate the possibility of a hotspot.
Mr Emery to contact Virgin regarding the cost of provision of wifi in the Bartholomew Room.
Ms Stonham to ask the website provider to set up separate email account for registration with land registry – suggested address estates@eynsham-pc.gov.uk – in order to keep track of council property documents

C16/52 The committee discussed the Terms of Reference and made some amendments.
C16/53 The Clerk to arrange for the hinges and hooks on the noticeboards to be repaired.
C16/54 The committee discussed the budget requirements for 2017/18. The committee **RECOMMENDED** requesting £1500 in the 2017/18 budget for production of the Eynsham Directory. The committee **RECOMMENDED** requesting £600 for the cost of maintenance of the website in 2017/18.
C16/55 The committee discussed contributions to Eynsham News – the deadline is 11 Nov.
C15/55 Date of Next Meeting – Tuesday 7 February at 6.30pm.

The Meeting closed at 7.20pm.

RECOMMENDATIONS

- To bring forward Wifi provision at Bartholomew Room to the January meeting of the full council.
- The committee **RECOMMENDED** requesting £1500 in the 2017/18 budget for production of the Eynsham Directory. The committee **RECOMMENDED** requesting £600 for the cost of maintenance of the website in 2017/18.